

# SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

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## New Holiday Credit Earns Codes-FLSA Overtime

Four new holiday credit earnings codes have been added to SHARP. Why would we add more holiday codes? Aren't there already enough? These new codes were added due to changes in Kansas Administrative Regulation (K.A.R.) 1-5-24.

K.A.R. 1-5-24 was amended and made effective September 1, 2000. This amendment is a result of the Legislature passing House Bill 2034.

Following is a summary of the changes that affect SHARP:

State holidays (Holiday Credit) falling within a regularly scheduled workweek may be counted as time worked for employees in positions that have been determined to be eligible for overtime compensation (non-exempt positions) and who meet **all** three of the following criteria:

1. The employee is asked to report to work in order to respond to a building, highway, or public safety emergency, as determined by the appointing authority (the emergency can occur any day within the employee's workweek that contains the holiday);

2. This work is performed outside the employee's normal work schedule for the workweek or work period that includes the official state holiday; and

3. The appointing authority authorizes inclusion of that official state holiday in calculating time worked by the employee.

In addition, the appointing authority shall notify the Director of the Division of Personnel Services, in writ-

ing, the following:

1. The nature of the emergency;
2. The name of each employee for whom the state holiday will be counted as time worked; and
3. The position number of each employee for whom the state holiday will be counted as time worked.

This change only affects those agencies whose Appointing Authority determined that Holiday Credit Hours count toward eligible employee's overtime threshold.

How do I take care of this in SHARP? For officially observed holidays, Holiday Credit earnings codes default into SHARP timesheets as either Holiday Credit - Non-exempt (HDC) or Holiday Credit-Exempt (HDE). Holiday schedules are designated on position data panels in SHARP.

Agencies who have identified a non-exempt individual as eligible for Holiday Credit hours that count toward the overtime threshold for a specified holiday must change the existing Holiday Credit earnings code (HDC) displayed on the affected timesheet and time document in order for those hours to count toward the FLSA overtime threshold.

Use one of the following earnings codes that do count toward the FLSA overtime threshold for eligible employees: HOO (similar to HDC), HON (similar to HCN), HOB (similar to HCB), or HOC (similar to HCC). Most agencies will use the HOO earnings

code. For a brief description of these new codes refer to the table located within this article.

For some employees, this may also require changing other earnings codes to ensure accurate leave accrual and time reporting is maintained.

In addition, several existing earnings codes have been modified to comply with changes to Kansas Administration Regulation 1-5-24.

Exempt employees are not eligible for overtime or compensatory time; therefore there is no need to change the default HDE earnings code on timesheets for FLSA purposes.

For earnings codes set-up information and a short description of all SHARP earnings codes, refer to the Earnings Code List (SHARP Earnings Types spreadsheet) located on the

*continued on page four*

### Inside This Issue

This issue will focus on:

- ◆ Parking Compensation Reduction
- ◆ Benefits Open Enrollment
- ◆ Online Employment Registration
- ◆ SHARP Web Page
- ◆ Dear Dead Eye

## State of Kansas Parking Compensation Reduction Program

The State of Kansas Parking Compensation Reduction Program has been approved for State employees. Payment of parking fees by state employees for state owned or leased parking facilities can be made on a pre-tax basis. Employees can voluntarily agree to a salary reduction in the amount of the parking fee and will not pay federal, state, OASDI, or Medicare taxes on the salary reduction amount. The program will be available to employees with the payroll period beginning December 10, 2000 through December 23, 2000 paid January 5, 2001. More information will be available in the upcoming months. For questions please contact

Janice Magathan, Division of Accounts and Reports at 785 296-2853 or [janice.magathan@state.ks.us](mailto:janice.magathan@state.ks.us) or Ken Bartel, Division of Facilities Management at 785 296-1318 or [ken.bartel@state.ks.us](mailto:ken.bartel@state.ks.us).

## Payroll Procedures and Forms Available

Procedures for processing payroll transactions and guidance on completing related forms are available on the Internet at: <http://da.state.ks.us/ar/payroll/payforms.htm>. Payroll forms are also available for agency use in either PDF or Excel formats.

## NEW TO THE SHARP WEB PAGE

The Agency Run Report Guide is now available on the SHARP web site at <http://da.state.ks.us/sharp/reports/reports.htm>. Each report description has four sections:

- 1) parameters to set,
- 2) fields that are displayed,
- 3) sort order, and
- 4) the path to use in SHARP to run the report.

The next time you want to know what reports are in SHARP and what information will be on a report, check out the Agency Run Report Guide online!

## SHARP-SHOOTER

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## Dear Dead Eye...

**Q:** One of our employees terminated last week to accept a different job. This employee would have received a step increase two days after they terminated. I noticed that this employee is still showing on the Pay Increase-Active panel and is clicked "Approved." What should I do?

**A:** Since the employee is no longer eligible for the step increase you should click off the "Approved" checkbox on the Pay Increase-Active panel. The employee will continue to display on this panel until another batch update to clean off inactive records is completed. If the termination had been entered before the batch job that populates the Pay Increase panels had run for this pay period, this employee would

not have shown up on the panel. All agencies should verify that terminated employees are not clicked "Approved" on the Pay Increase panel.

*All questions for Dear Dead Eye are welcomed and should be directed to "Dead Eye" at the project address, (785) 296-4886, or E-Mail: [douglas.quinn@state.ks.us](mailto:douglas.quinn@state.ks.us)*

*All questions will be answered in the following issue of the newsletter.*



# Benefits Open Enrollment on the Internet

October is Open Enrollment month, when state employees can make changes to their health, dental, and vision insurance coverage, and enroll or re-enroll in Flexible Spending Accounts for calendar year 2001. This year, for the first time, state employees will make all Open Enrollment selections via the Internet, using AKSESS (Automated Kansas State Employees Service System) at <http://da.state.ks.us/aksess>.

The following is an excerpt from What if...? Tips, a handout distributed at agency stakeholder meetings held in August. It contains answers to some of the most commonly asked questions about using AKSESS to enroll online.

## What if:

### **Employee needs Internet access?**

- \* Agencies are encouraged to allow employees to use the Internet at their work location to enroll.

- \* Agencies may choose to let employees go to another site with Internet access.

- \* Agencies may choose to set up Internet access in a central location.

- \* In Topeka, employees can use the computer lab in Room 654-S at Landon State Office Building, Monday - Friday, from 7:00 a.m. - 4:30 p.m. during October. Staff is available to help.

- \* Job Service Centers across the state will share their Internet resources for open enrollment. To find the location nearest you, see the Job Service Centers link at <http://www.kansasjobs.org/office.html>. All locations are open Monday - Friday from 8:00 a.m. to 4:00 p.m. or later by appointment. Job Service Center Staff cannot provide benefits information or answer questions concerning health insurance.

- \* Another state agency in the employee's area may allow the employee to use their resources.

### **Employee needs help to use computer or Internet?**

- \* Agencies may designate staff to help employees use the computer or Internet, either in a central location or by appointment.

### **Employee loses password?**

- \* Passwords were sent to all benefits eligible employees in September.

- \* If they lose or forget their password, employees can call the Help Desk at (785) 368-8000 from 7:00 a.m. - 8:00 p.m., Monday-Friday.

- \* The Help Desk is open from September 18 to October 31.

### **Employee wants to change elections after enrolling?**

- \* Employees may make changes any time during the open enrollment period in October.

- \* Their benefits enrollment will use the latest information.

- \* They can print a confirmation each time.

- \* They will receive a formal confirmation after October.

### **Employee not in database file or not issued a password?**

- \* Open enrollment system was populated with all active benefits eligible state employees in the SHARP system on September 10, 2000.

- \* Employee hired or rehired after September 10 - contact agency HR office to complete paper form which should be forwarded to Division of Personnel Services (DPS) Benefits office for entry.

- \* Employee had a name change - may be able to enroll under previous name.

- \* Employee moved - contact agency

HR office if moved to a different county. Eligibility may have changed and require a paper enrollment form be sent to DPS.

- \* Agency records were not current when the file was created on September 10, 2000.

### **Employee fails after 3 logon attempts?**

- \* Contact the Help Desk to have password reset.

### **System automatically logged out the employee?**

- \* Employee did not make any keystrokes or mouse clicks for 15 minutes or longer.

- \* Log back on.

- \* Information already entered will not be saved.

- \* Re-enter information.

### **Employee gets error message about browser or encryption level?**

- \* AKSESS uses the latest 128-bit encryption technology to protect the transmission of data over the Internet. The computer's browser may need to be updated. See the AKSESS web site at <http://da.state.ks.us/aksess> for more information.

- \* Employees should check their agency policy on downloading software if they are using a state-owned computer.

### **Employee can't do online enrollment (physical disability, language barrier, etc.)?**

- \* Employee can complete paper enrollment form available in agency benefits office and Division of Personnel Services Benefits office.

- \* Employee signs and returns form to agency benefits office, along with their password, so agency can complete the online enrollment.

Holiday Codes-FLSA Overtime cont.

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SHARP Customer Service website (<http://da.state.ks.us/sharp/>) under “Documents.” For specific information on the new Holiday Credit earnings codes, refer to Accounts and Reports Information Circular 01-P-007 (website: <http://da.state.ks.us/ar/infocirc/default.htm>) and SHARP message number 406.

Following is a list of the new Holiday Credit (FLSA) earnings codes. Notice the middle letter of the acronym is letter ‘O’ which represents that it counts toward an employee’s overtime threshold.

NEW FLSA Holiday Credit Earnings Codes	Description of New Holiday Credit Earnings Codes That Count Toward Eligible Employee’s FLSA Overtime Threshold as Determined by Agency Appointing Authority
HOB	<b>Holiday Credit Compensatory Time 1.0-to Bank Holiday Credit When Employee is on Leave the Entire Week (Except for the Emergency Hours).</b> Counts Toward FLSA Overtime. Hours add to the Holiday Compensatory Time Balance. Doesn’t Add to Gross Pay. Complementary Non-FLSA Code: HCB.
HOC	<b>Holiday Credit Compensatory Time 1.0-to Bank Holiday Credit in Most Cases.</b> Counts Toward FLSA Overtime. Hours add to the Holiday Compensatory Time Balance. Doesn’t Add to Gross Pay. Complementary Non-FLSA Code: HCC.
HON	<b>Holiday Credit 1.0-to Pay Holiday Credit When Holiday Falls on a Day Employee Not Scheduled to Work.</b> Counts Toward FLSA Overtime. Adds to Gross Pay. Complementary Non-FLSA Code: HCN.
HOO	<b>Holiday Credit 1.0-to Pay Holiday Credit in Most Cases.</b> Counts Toward FLSA Overtime. Adds to Gross Pay. Complementary Non-FLSA Code: HDC.